



STATE OF WASHINGTON

**Department of Archaeology and Historic Preservation**

1110 S. Capitol Way, Suite 106 • PO Box 48343 • Olympia, Washington 98504-8343  
(360) 586-3065 • Fax Number (360) 586-3067 • [www.dahp.wa.gov](http://www.dahp.wa.gov)

DAH P Contract #FY18-61018-003

**Grant Agreement**

Between

**Washington State***Department of Archaeology and Historic Preservation*

And

**City of Everett****Grant No.: FY18-61018-003**

Contact Person: Loren Doolittle (360) 586-3072  
Federal Grant No.: N/A  
CFDA No.: 15-904  
Grant Title: City of Everett  
Effective Date: October 1, 2017  
Expiration Date: August 31, 2018

Historic Tour Application – Hewitt District / Downtown

This agreement is made between The Department of Archaeology and Historic Preservation hereinafter referred to as the DEPARTMENT, and City of Everett, hereinafter referred to as the GRANTEE.

**Section 1. Responsibilities of the Grantee**

- A. The GRANTEE will perform or cause others to perform the work described in the "Scope of Work" (Attachment 2). Additional special conditions or specifics about the work required by this agreement, if any, are in attachments as enumerated and described in Section 3. The GRANTEE agrees to perform the work in accordance with any such special conditions or specifics.
- B. The GRANTEE understands that the work called for under this agreement must conform to federal administrative requirements as they relate to the DEPARTMENT, and the GRANTEE agrees to comply with all such

requirements. The following documents summarize some of these requirements and are incorporated herein and made a part hereof as though set forth in full:

- (1) The requirements of OMB Circular A-133 for States, Local Governments, and Non-profit organizations.
- (2) The "Secretary of Interior Standards and Guidelines for Archaeology and Historic Preservation." All products under this contract must be in compliance with the relevant Secretary's Standards and Guidelines e.g. Preservation Planning, Identification, Evaluation, Registration, Historic Research and Documentation, Architectural and Engineering Documentation, Archeological Investigation, Historic Preservation Projects, and Preservation Terminology.
- (3) The "Historic Preservation Fund Grants Manual." - Latest Revision, September 2005.
- (4) "Grants in Aid Manual." Department of Community Trade and Economic Development, Office of Archaeology and Historic Preservation.
- (5) "Fiscal Year 2013 Historic Preservation Fund Annual Grant Application and Budget Changes / Special Conditions."
- (6) "43 CFR 17 Civil Rights, Subpart A, Implementing Title VI of the Civil Rights Act of 1964; and Subpart B, Implementing Section 504 of the Rehabilitation Act of 1973; and Subpart C, Implementing the Age Discrimination Act of 1975; and subpart E, Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of the Interior."
- (7) "Americans with Disabilities Act of 1990," 42 U.S.C. 1201 et seq. (ADA) provides comprehensive civil rights to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

- c. The GRANTEE agrees to comply with the restrictions of 18 U.S.C. 1913 concerning lobbying with appropriated funds: "No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, to favor or oppose, by vote or otherwise, any legislation or appropriation by Congress, whether before or after the introduction of any bill or resolution

proposing such legislation or appropriation; but this shall not prevent officers or employees of the United States or its departments or agencies from communicating to Members of Congress at the request of any Member, or to Congress through the proper official channels, requests for legislation or appropriations which they deem necessary for the efficient conduct of the public business.”

- D. The GRANTEE agrees to maintain records in a manner which will provide an audit trail to all expenditures reported to the DEPARTMENT. The GRANTEE agrees to keep these records for at least four years following the ending date of the grant. In the event that an audit of the GRANTEE or of the DEPARTMENT should take exception to any expenditures by the GRANTEE, the GRANTEE agrees to refund to the DEPARTMENT on demand the amount determined by the audit as due. In the event that the DEPARTMENT is required to institute legal proceedings to enforce this repayment provision, the DEPARTMENT shall be entitled to its costs thereof, including reasonable attorney’s fees. When arranging for an audit, the DEPARTMENT should contact:

David Stalheim Planning Manager	Tel: 425-257-8736
2930 Wetmore Street	
Everett, WA 98201	<a href="mailto:dstalheim@everettwa.gov">dstalheim@everettwa.gov</a>

- E. The GRANTEE agrees to pay all the costs involved in carrying out the terms of this agreement prior to seeking reimbursement as provided for in Section 2. a. When seeking reimbursement, the GRANTEE will submit a completed reimbursement form in writing to the DEPARTMENT and provide such documents as an affidavit of publication for newspaper advertising soliciting bids, contracts, photocopies of canceled checks and invoices, and other documents as may be requested by the DEPARTMENT. The DEPARTMENT will provide the GRANTEE with the reimbursement form and guidelines for financial reporting procedures. The GRANTEE agrees to submit its request for reimbursement within thirty (30) days following completion of the work.
- F. The GRANTEE agrees to provide the DEPARTMENT with a completion report following a form provided by the DEPARTMENT. The GRANTEE will submit this report on or before the end date. The GRANTEE agrees that the DEPARTMENT shall have the right to withhold all or part of the payment required in Section 2.a. pending receipt of this completion report.
- G. The GRANTEE agrees that the “Budget” (Attachment 1) shall be a financial guide for the work called for by this agreement. The GRANTEE may exceed the budgeted amounts, but this shall in no way obligate the DEPARTMENT for a

greater amount than that stipulated as DEPARTMENT share. In the event that the GRANTEE should spend less than the budgeted amount on an object or element in the budget, the DEPARTMENT may either reduce its obligation proportionately or it may terminate this agreement. The GRANTEE agrees to maintain records which will render an accurate accounting by the elements or objects in the budget. The actual expenditures for the amounts reflected in the budget may vary by 15 percent without requiring an amendment to this grant agreement.

- H. The GRANTEE agrees that the DEPARTMENT shall have the right to terminate this agreement if the GRANTEE shall fail to fulfill in a timely and proper manner its obligations under this agreement or if the GRANTEE shall violate any of the covenants, conditions, or stipulations of the agreement. In case of such termination by the DEPARTMENT, the GRANTEE agrees to return to the DEPARTMENT within thirty (30) days of the effective date of termination, any payments made by the DEPARTMENT to the GRANTEE under the terms of this agreement or any portion of such payments as may be directed by the DEPARTMENT.

The GRANTEE agrees to submit the products identified in the Scope of Work on or before the grant end date. GRANTEE acknowledges and understands that final products which do not conform to the terms and conditions of this agreement or which do not meet the applicable Secretary of the Interior's Standards will not be reimbursed.

- I. The GRANTEE agrees to submit a "Schedule for Project Completion" (Attachment 6) before beginning work under this agreement. Said schedule form shall list each element described in the "Scope of Work" and shall indicate the approximate date when completion of each can be expected.
- J. The GRANTEE will maintain regular contact with the DEPARTMENT regarding the progress of the grant project. The GRANTEE agrees that the DEPARTMENT shall have the right to monitor the work called for by this agreement.
- K. The GRANTEE agrees to use competitive negotiation procedures (or small purchase procedures for under \$25,000) for procurement of professional services and subcontracts. GRANTEE agrees to maintain records sufficient to detail the significant history of a procurement and to forward evidence of competitive procurement to the DEPARTMENT prior to reimbursement of funds under this agreement. (See Section 3, Attachment 7.)
- L. The GRANTEE agrees that it, its agents and employees, and any other person or entity performing any work under this agreement, are independent contractors and not employees of the State of Washington.

M. Federal funds are the basis for this contract. The GRANTEE certifies that neither it nor its principals are presently debarred, declared ineligible, or voluntarily excluded from participation in transactions by any federal department or agency. Should for any reason the Federal funds which are the basis for this agreement become withdrawn, the agreement may be terminated without penalty to the DEPARTMENT.

N. To the fullest extent permitted by law, Contractor shall indemnify, defend and hold harmless State, agencies of State and all officials, agents and employees of State, from and against all claims for injuries or death arising out of or resulting from the performance of the Contract. Contractor's obligation to indemnify, defend, and hold harmless includes any claim by Contractors' agents, employees, representatives, or any subcontractor or its employees.

Contractor expressly agrees to indemnify, defend, and hold harmless the State for any claim arising out of or incident to Contractor's or any subcontractor's performance or failure to perform the Contract. Contractor's obligation to indemnify, defend, and hold harmless the State shall not be eliminated or reduced by any actual or alleged concurrent negligence of State or its agents, agencies, employees and officials.

Consistent with RCW 43.17.320.340, the parties shall make every effort to resolve disputes arising out of, or relating to, this contract through discussion and negotiation.

Should discussion and negotiation fail to resolve a dispute arising under this contract, the parties shall select a dispute resolution team to resolve the dispute. The team shall consist of a representative appointed by the director of each party and a third party mutually agreed upon by the director of each party. The team shall attempt, by majority vote, to resolve the dispute. If the dispute cannot be resolved in this fashion, either party may request assistance from the Governor pursuant to RCW 43.17.330.

O. The GRANTEE agrees to provide or purchase industrial insurance coverage, as applicable, prior to performing work under this agreement. The DEPARTMENT will not be responsible for payment of industrial insurance premiums or for any other claim or benefit for this GRANTEE, or any sub-grantee or employee of the GRANTEE, which might arise under the industrial insurance laws during performance of duties and services under this agreement. If the Department of Labor and Industries, upon audit, determines that industrial insurance payments are due and owing as a result to work performed under this agreement, those payments shall be made by the GRANTEE; the GRANTEE shall indemnify the DEPARTMENT and guarantee payment of such amounts.

- P. The GRANTEE agrees to include written acknowledgment of National Park Service, Department of Community Trade and Economic Development, and Office of Archaeology and Historic Preservation support for all grant-related publications and public information materials including audio-visual and workshop materials. The GRANTEE further agrees that the written acknowledgment shall comply with the form and content stipulated in the "Historic Preservation Fund Grants Manual – Latest Revision September 2005."
- Q. The GRANTEE agrees to any additional conditions identified in section 3 and attached to this agreement.
- R. There shall be no discrimination against any person employed by the GRANTEE in connection with work covered by or related to this agreement, or against any applicant for such employment, because of race, creed, color, sex, age, marital status, national origin, or the presence of any sensory, mental, or physical handicap in accordance with Chapter 49.60RCW. This provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or advertising; layoff or termination; rates of pay or other forms of compensation and selection for training. The GRANTEE shall insert a similar provision in all subcontracts for services covered by this agreement.

During the performance of this Contract, the Contractor shall comply with all federal and state nondiscrimination laws, regulations and policies.

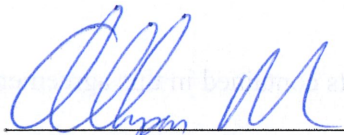
- S. In accordance with legislative findings and policies set forth in Chapter 39.19 RCW the GRANTEE is encouraged in the participation and use of Minority and Women's Business Enterprise firms certified by OMWB.
- T. The GRANTEE agrees to a 60 / 40 match of funds. One hundred percent (100%) being the full amount of the grant. The GRANTEE agrees that any match specifically identified to this grant agreement by the GRANTEE, the GRANTEE will not claim such match for any other grant, agreement or contract. The DEPARTMENT has first and exclusive claim to match provided by the GRANTEE to this agreement as indirect eligible match to the National Park Service, Historic Preservation Fund Grant awarded to the DEPARTMENT. **DEPARTMENT:** Grant Amount: \$10,000. **GRANTEE:** Minimum Grant Match Amount: \$11,569..

Attachment #7 "Competitive Negotiation and Small Purchases Contracting Documentation," consisting of one page, for a total of eleven (11) pages.

**Section 4. Amendments**

This grant agreement may only be amended if such amendment is in writing (with the exception of the 15% variance for actual expenditures identified in Section 1.g), agreed to and signed by all the parties, and attached hereto.

DEPARTMENT:

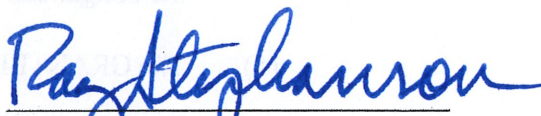


Allyson Brooks, Director

11/20/17

Date

GRANTEE:



City of Everett


10/30/2017

Date

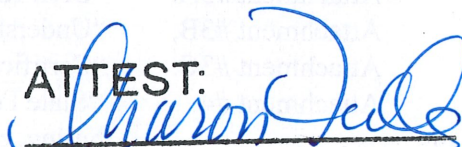
91-6001248

Fed ID No.

APPROVED AS TO FORM

  
JAMES D. ILES, City Attorney

ATTEST:



City Clerk

**Section 2. Responsibilities of the DEPARTMENT**

- A. The DEPARTMENT agrees to reimburse the GRANTEE one hundred (100) percent of its actual authorized expenditures for the purpose of this agreement, provided:
- (1) The total paid by the DEPARTMENT shall not exceed the amount stipulated in the "Budget" (Attachment 1) as DEPARTMENT share.
  - (2) All expenditures were incurred between the beginning and ending dates of the grant.
  - (3) No expenditures have been previously claimed in any other grant from any agency of the state or federal government.
  - (4) The DEPARTMENT has authority to expend the funds required to meet the obligations contained herein.
  - (5) The GRANTEE has met all requirements contained in this agreement.
- B. The DEPARTMENT agrees to consider requests from the GRANTEE for progress payments if, in the DEPARTMENT'S judgment, the public interest will be served by doing so and if such payments are administratively practical.
- C. The DEPARTMENT may unilaterally terminate all or part of this contract, or may reduce its scope of work and budget, if there is a reduction in funds by the source of those funds, and if such funds are the basis for this contract.

***Section 3. Attachments***

The following attachments are hereby incorporated into and made a part of this agreement.

- |                 |   |
|-----------------|---|
| Attachment #1.  | "Budget," consisting of two page.   |
| Attachment #2   | "Scope of Work consisting of two pages.   |
| Attachment #3A. | "Civil Rights Assurance", consisting of one page.   |
| Attachment #3B, | "Understanding Grant Requirements", consisting of one page.   |
| Attachment #3C. | "Certification Regarding Debarment," consisting of one page.  |
| Attachment #4.  | "State Form A19-1 Invoice Voucher" to be used as basis for billing, consisting of one page.                             |
| Attachment #5   | "Report of Services/ Labor Value Appraisal" form to be used by GRANTEE to document labor costs, consisting of one page. |
| Attachment #6   | "Schedule for Project Completion" form, consisting of one page  |

# VI. PROJECT BUDGET ELEMENTS

Item	Amount	Federal Dollars (G/T or G/T + 10%)	State Match (G/T or G/T + 10%)	Federal Dollars (G/T or G/T + 10%)	Total
Long Range Planning Manager					
GIS Analyst					
Assistant Planner					
Indirect W- (2% of total for indirect)					
<b>Total Element/Project</b>					

## GOODS & SERVICES

Item	Amount	Federal Dollars (G/T or G/T + 10%)	State Match (G/T or G/T + 10%)	Federal Dollars (G/T or G/T + 10%)	Total
Equipment (includes travel)					
Materials (includes equipment)					
Travel					
Other					
<b>Total Goods &amp; Services</b>					

<b>Total Funding Request</b>	\$ 13,633	\$ 13,633	\$ 13,633	<b>Total Project Cost</b>	\$ 27,266
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DEPARTMENT OF ARCHAEOLOGY & HISTORIC PRESERVATION

Protect the Past, Shape the Future

**VI. PROJECT BUDGET**  
**ELEMENT/OBJECT**

<b>Salaries</b> (include each position- volunteer or staff – and attach hourly wage justification if needed)	<b>Federal Dollars</b> (CLG grant requested)	<b>Hard Match*</b> (Local government cash match = Staff Hours)	<b>Soft Match*</b> (Donated goods and services = volunteer hours)	<b>Total</b>
<b>Assistant Planner</b>		<b>130 hr@ \$46.10</b>		<b>\$ 5,993</b>
<b>GIS Analyst</b>		<b>70 hr@ \$46.10</b>		<b>\$ 3,227</b>
<b>Long Range Planning Manager</b>		<b>30 hr@ \$78.30</b>		<b>\$ 2,349</b>

<b>Indirect %</b> (*Include justification for indirect %)				
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<b>Total Element/Object:</b>		<b>\$ 11,569</b>		<b>\$ 11,569</b>
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**GOODS & SERVICES**

<b>Contract Services</b>	<b>Federal Dollars</b>	<b>Hard Match</b>	<b>Soft Match</b>	<b>Total</b>
<b>Consultant Services (includes travel)</b>	<b>\$ 8,500</b>			<b>\$ 8,500</b>

<b>Materials/Supplies/Equipment</b>				
<b>Brochure Printing (1,000 est. copies)</b>	<b>\$ 1,500</b>			<b>\$1,500</b>

<b>Travel</b>				
<b>N/A</b>				

<b>Other</b>				
<b>N/A</b>				

<b>Total Goods &amp; Services:</b>	<b>\$ 10,000</b>			<b>\$ 21,500</b>
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	<b>Federal Dollars</b>	<b>Hard Match</b>	<b>Soft Match</b>	<b>Total Project Cost</b>
<b>Total Funding Request</b>	<b>\$ 10,000</b>	<b>\$ 11,569</b>		<b>\$ 21,569</b>

## ATTACHMENT 2

### Scope of Work

#### I WORK TO BE ACCOMPLISHED: The GRANTEE shall conduct the following activities:

##### A. CITY OF EVERETT HISTORIC TOUR APPLICATION for HEWITT DISTRICT/DOWNTOWN:

The City will develop a historic walking tour for the Hewitt District and Downtown. Consultant(s) and printers will be hired to do graphic design of website and printed materials, and to print a brochure that will be made available to the public and visitors. Everett staff will provide GIS mapping and, working with local historians (Everett Library Northwest Room, Historical Commission, Historic Everett and Everett Museum of History), provide research, building histories, and images. The work will include these tasks:

- (1) Select tour buildings; research building histories, gather historical and current images.
- (2) Develop preliminary GIS mapping, narrative and graphic design layout.
- (3) Organize materials into a 'Story Map' to effectively showcase downtown history and heritage.
- (4) Develop final products for each media format.

The historic tour will be readily accessible in two media formats:

- (1) Printed tour brochures (1,000 copies, est.) for distribution and display throughout downtown.
- (2) Web based tour accessible from any computer or mobile device; tour will be posted on City and community websites.

#### II STIPULATIONS:

##### A. The following acknowledgement, disclaimer, and non-discrimination statements shall be included on the public interface of the mapping system **in its entirety**:

This mapping interface has been financed in part with Federal funds from the National Park Service, Department of the Interior administered by the Department of Archaeology and Historic Preservation (DAHP) and the City of Everett County. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, DAHP, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior or DAHP.

This program received Federal funds from the National Park Service. Regulations of the U.S. Department of Interior strictly prohibit unlawful discrimination in departmental Federally Assisted Programs on the basis of race, color, national origin, age, or handicap. Any person who believes he or she has been discriminated against in any program, activity, or facility operated by a recipient of Federal assistance should write to: Director, Equal Opportunity Program, U.S. Department of the Interior, National Park Service, 1849 C Street, NW, Washington, D.C. 20240.

B. INCOMPLETE OR INACCEPTABLE MATERIALS: Any required materials submitted which are not considered acceptable or complete will be returned to the GRANTEE for completion within the grant period.

C. REIMBURSEMENT: The GRANTEE will only be reimbursed for preparing acceptable and complete Products during the grant period.

D. PUBLIC ENGAGEMENT

The GRANTEE shall conduct one public presentation during the grant period subject to the following conditions:

- 1) The purpose of the presentation(s) shall be to inform the public of the tours. The presentation may be at a regularly scheduled meeting of the Everett Historic Preservation Commission.

E. REPORTING ACTIVITIES

The GRANTEE shall establish and maintain contact with the DEPARTMENT throughout the grant period as to the status of all grant activities by preparing and submitting the requested documents to the DEPARTMENT at the times indicated in the SCHEDULE FOR PROJECT COMPLETION

III PRODUCTS: The GRANTEE shall at a minimum submit the following products to the DEPARTMENT:

- A. A link to the City website where the application is available.
- B. Digital (PDF) and two hard copies of printed materials

## ATTACHMENT 3A

### U. S. DEPARTMENT OF THE INTERIOR CIVIL RIGHTS ASSURANCE

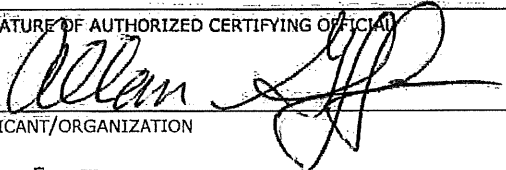
As the authorized representative of the applicant, I certify that the applicant agrees that, as a condition to receiving any Federal financial assistance from the Department of the Interior, it will comply with all Federal laws relating to nondiscrimination. These laws include, but are not limited to: (a) Title VI of Civil Rights Act of 1964 (42 U.S.C. 2000d-1), which prohibits discrimination on the basis of race, color, or national origin; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicap; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 *et. seq.*), which prohibits discrimination on the basis of age; and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, handicap or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity conducted by the applicant. THE APPLICANT HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE shall apply to all aspects of the applicant's operations including those parts that have not received or benefited from Federal financial assistance.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by the Department, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by the Department.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by the Department, including installment payments after such date on account of applicants for Federal financial assistance which were approved before such date.

The Applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of the assurance. This assurance is binding on the Applicant, its successors, transferees, assignees, and subrecipients and the person whose signature appears below who is authorized to sign this assurance on behalf of the Applicant.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE COMMUNITY DEVELOPMENT DIRECTOR
APPLICANT/ORGANIZATION CITY OF EVERETT	DATE SUBMITTED APRIL 28, 2017
APPLICANT/ORGANIZATION MAILING ADDRESS 2930 WETMORE AVE, SUITE 8-A EVERETT, WA 98201	BUREAU OR OFFICE EXTENDING ASSISTANCE DAHP

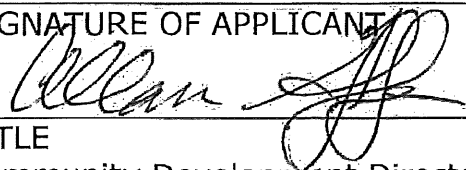
**DI-1350  
(REV 6/91)**

## ATTACHMENT 3B

### STATEMENT OF UNDERSTANDING FOR GRANT MANAGEMENT REQUIREMENTS

- CLGs receiving HPF grant assistance must fulfill the terms of their grant agreement with the state and adhere to all requirements of the National Register Programs Manual. This requirement includes compliance with Title VI of the Civil Rights Act of 1964, 78 Stat. 241, as amended, which provides that no person on the grounds of age, race, color, or national origin shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any activity receiving Federal financial assistance.
- Local financial management systems shall be in accordance with the standards specified in OMB Circular A-128, "Standards for Grantee Financial Management Systems."
- Indirect costs may be charged as part of the CLG grant only if the CLG subgrantee meets the requirements of the manual. Unless the CLG has a current indirect cost rate approved by the cognizant federal agency, only direct costs may be charged.
- Grant recipients must maintain auditable financial records in accordance with the General Accounting Office's Standards for Audit of Governmental Organizations, Programs, Activities, and Functions.
- The CLG subgrantee will provide, with request for reimbursement, documentation to support billings (time sheets, front and back canceled checks, etc.) for federal and non-federal share claimed.
- Repayment will be made to the SHPO organization if terms and conditions of the subgrant agreement are not followed or costs claimed are disallowed following audit.

\_\_\_\_\_  
CLG  
City of Everett

\_\_\_\_\_  
SIGNATURE OF APPLICANT  
  
\_\_\_\_\_  
TITLE  
Community Development Director

\_\_\_\_\_  
DATE  
April 28, 2017

## ATTACHMENT 3C

### U.S. Department of the Interior Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

#### Lower Tier Covered Transactions

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 43 CFR Part 12, Section 12.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations are included in the proposal package. For further assistance in obtaining a copy of the regulations, contact the U.S. Department of the Interior, Acquisition and Assistance Division, Office of Acquisition and Property Management, 18th and C Streets, N.W., Washington, D.C. 20240.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

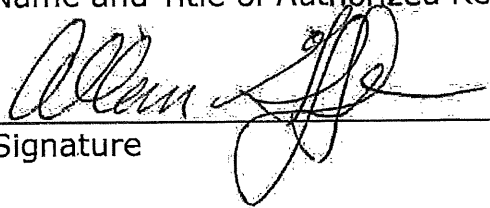
- (1) The prospective lower tier participant certifies, by submission of this proposal that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Allan Giffen, Community development Director

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Name and Title of Authorized Representative

Signature



April 28, 2017

---

Date

FORM <b>A19-1A</b>	STATE OF WASHINGTON  <b>INVOICE VOUCHER</b>
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AGENCY USE ONLY	
AGENCY NO.	CONTRACT NO. OR GA AUTH. NO.
103	FY18-61018-003

<b>AGENCY NAME</b>
Department of Archaeology and Historic Preservation PO Box 48343 1063 South Capital Way Suite Olympia, Wa 98504-8343
ATTN:
<b>VENDOR OR CLAIMANT (warrant is to be payable to)</b>
City of Everett 3002 Wetmore Street Everett, WA 98201
Attachment Four

**INSTRUCTIONS TO VENDOR OR CLAIMANT:**

In the absence of a detailed invoice, submit this form to claim payment for materials, merchandise or services. Show complete detail for each item.

**Vendor's Certificate:**

I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veteran status.

By: \_\_\_\_\_

(Sign in ink)

(Title)

(Date)

FEDERAL I.D. NO. OR SOCIAL SECURITY NO.	RECEIVED BY	DATE RECEIVED
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DATE	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT

PREPARED BY (Fiscal)						DATE		DIVISION APPROVAL				DATE	
DOC DATE				CURRENT DOC NO			REF DOC NO		VENDOR NUMBER			VENDOR MESSAGE	
SUF	TRANS CODE	M O D	FUND	APPN INDEX	PROGRAM INDEX	SUB OBJ	SUB SUB OBJ	CNTY	CITY	PROJECT	AMOUNT	INVOICE NUMBER	GENERAL LEDGER
APPROVED FOR PAYMENT BY FISCAL								DATE		WARRANT TOTAL			

**REPORT OF SERVICES**

Name of Project:
Name of Person Performing Services:
Address:
Telephone:
Did you receive any compensation for the time you devoted to this project?
Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, who paid you?
How much were you paid?

Month:	Year:
Describe the services you performed. (If you supervised others, include their names and positions.)	
How was the hourly rate shown below determined?	
Labor value appraisal on reverse side of this form.	
Other, explain:	

☐

**Total number of hours worked each day during this month:**

Beginning	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals

I hereby swear that I devoted the time reported above, performing the work described on the project named. This time has not been reported for any other Federal or State project.

\_\_\_\_\_ Date \_\_\_\_\_

I supervised or coordinated this person's work and verify that it was performed as indicated above.

\_\_\_\_\_ Date \_\_\_\_\_

Washington State Office of Archaeology and Historic Preservation  
1063 S. Capitol Way, Suite 106  
PO Box 48343  
Olympia, WA 98504-8343

<b>Total hours this month:</b>		<b># of hours</b>
<b>Hourly rate:</b>	\$	<b>Per hour</b>
<b>Amount charged to project:</b>	\$	

**INSTRUCTIONS:**

Use this form to document all labor, whether paid or voluntary, which is claimed against a grant or used for the matching share of a grant. Complete it on a timely basis, i.e., fill it out immediately after the service is provided.

## V. SCHEDULE FOR PROJECT COMPLETION

List each proposed grant activity separately estimating the start and completion dates. This should be a complete listing of all potential activities associated with the grant including the *two* draft submittal dates of May 3, 2018 for the first draft and July 19, 2018 for the second draft. Final projects must be turned in by August 31, 2018. A start date and completion date are not sufficient for the Schedule of Project Completion.

<b>WORK TO BE ACCOMPLISHED</b>	<b>Estimated Starting Date</b>	<b>Estimated Completion Date</b>
City Team Kickoff	October 2, 2017	November 30, 2017
Review preliminary concepts with Everett Historical Commission	October 24, 2017	November 30, 2017
Prepare Work Program, identifying city tasks and responsibilities and consultant tasks and responsibilities	October 2, 2017	November 30, 2017
Prepare Scope of Work, issue Request for Qualifications (RFQ) to consultants	October 25, 2017	November 30, 2017
Consultant selection, contract negotiations and contract award	December 1, 2017	January 15, 2018
Preliminary mapping with selection of potential buildings, tour points of interest and tour routing options	October 25, 2017	November 30, 2017
Review building selections and route options with Everett Historical Commission	November 21, 2017	December 30, 2017
Assemble historical building information, historic maps and images and current building images	December 1, 2017	January 26, 2018
Prepare draft map and written narrative	January 2, 2018	April 20, 2018
Review draft tour materials with Everett Historical Commission	April 24, 2018	April 24, 2018
Conduct 'test run' tour with project team and volunteers; refine tour materials as needed	April 20, 2018	April 30, 2018
<b>Submit first draft tour materials to DAHP</b>	<b>May 1, 2018</b>	<b>May 3, 2018</b>
Prepare final draft materials - mapping, written narratives - for brochure and website	May 4, 2018	July 17, 2018
<b>Submit final draft tour materials to DAHP</b>	<b>July 17, 2018</b>	<b>July 19, 2018</b>
Public Launch of Tour Story Map, Podcast, and Brochure; Press release and inaugural walking tour with consultant and volunteer docents.	August 1, 2018	August 30, 2018
<b>Final Product to DAHP</b>		<b>August 31, 2018</b>
<b>Project Completion Report</b>		<b>September 14, 2018</b>

**ATTACHMENT 7**  
**COMPETITIVE NEGOTIATION AND SMALL**  
**PURCHASES CONTRACTING DOCUMENTATION**

**THIS FORMAT SHOULD BE USED FOR CONTRACTS FOR PROFESSIONAL SERVICES AND OTHER PROCUREMENT TO DOCUMENT COMPLIANCE WITH FEDERAL PROCUREMENT STANDARDS.**

**1. Grant Number:** \_\_\_\_\_

**2. Type of Contract:**      **Professional Services** \_\_\_\_\_  
   **Printing** \_\_\_\_\_  
   **Equipment/Supplies** \_\_\_\_\_  
   **Other** \_\_\_\_\_

**3. Addresses of Contractors Contacted:**

**Name of Person/Business:** \_\_\_\_\_  
**Street or PO Box:** \_\_\_\_\_  
**City/State/Zip Code:** \_\_\_\_\_  
**Work Telephone Number:** \_\_\_\_\_  
**Quote/Bid given:** \_\_\_\_\_

**Name of Person/Business:** \_\_\_\_\_  
**Street or PO Box:** \_\_\_\_\_  
**City/State/Zip Code:** \_\_\_\_\_  
**Work Telephone Number:** \_\_\_\_\_  
**Quote/Bid given:** \_\_\_\_\_

**Name of Person/Business:** \_\_\_\_\_  
**Street or PO Box:** \_\_\_\_\_  
**City/State/Zip Code:** \_\_\_\_\_  
**Work Telephone Number:** \_\_\_\_\_  
**Quote/Bid given:** \_\_\_\_\_

**Contractor Selected:** \_\_\_\_\_  
**Basis for Selection:**      **Lowest Price** \_\_\_\_\_ **Other** \_\_\_\_\_

**If the basis for selection was not the lowest price, explain the basis used:**

\_\_\_\_\_  
**Signature of Grantee Official**

\_\_\_\_\_  
**Date**



count approved  
10-25-17 J.B.

